

CITY OF EUREKA

Category: PERSONNEL

POLICIES & PROCEDURES

Subject: REINSTATEMENT OF  
EMPLOYEE BENEFITS AFTER  
RE-EMPLOYMENT FROM  
INVOLUNTARY LAYOFF

Date Adopted: July 1, 1979

File 3.03  
Number

### POLICY OBJECTIVE

To establish procedures whereby those employees re-employed by the City after having been previously involuntarily laid off can receive full credit for those employee benefits previously earned.

### ASSIGNED RESPONSIBILITY

Personnel Director, Finance Director and all Department Heads.

### APPLICABILITY

Applicable to all City employees who have been re-employed from a re-employment list after having previously been involuntarily laid-off not for cause.

### PROCEDURES

For the purposes of this policy, re-employed personnel shall be defined as those employees who have been rehired by the City from an active re-employment list.

#### 1. Sick, family sick and family death leave

Re-employed personnel shall be credited with those sick leave benefits accrued and not used under their previous employment with the City. Seniority does not determine accrual for sick leave.

#### 2. Vacation

Re-employed personnel shall receive full seniority credit for time previously served in the City's employ in the computation of their allotted vacation leave. Said personnel shall also receive full credit for vacation time not used unless the employee received pay in lieu of vacation leave upon his/her termination. If employee was paid for vacation accrual upon termination and wishes to reimburse City for the vacation time in order to have it reinstated, the employee should submit a request for such reinstatement to the City Manager for approval. If taxes have been paid, the reimbursement may be net of taxes.

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3. Employee Group Insurance

Re-employed personnel shall receive full seniority credit for group insurance benefits. They shall not be required to fulfill another probationary period prior to receiving full coverage.

4. Retirement Benefits

In accordance with PERS law, re-employed personnel shall receive full seniority credit for retirement benefits accrued prior to the involuntary lay-off of said employee. Re-employed personnel who withdrew their accumulated benefits may elect to re-deposit at their option in either a lump sum or by payroll deductions. Payroll deductions are subject to a repayment schedule established by PERS in accordance with Section 20654 of PERS Law.

5. Salary

Personnel re-employed within the same classification in which they had previously been employed at the time they were involuntarily laid off shall be reinstated at the same salary range and step.